

# APPLICATION FOR SERVICE ACADEMY NOMINATION

## APPLICATION CHECKLIST

(Please include your signed checklist with your complete packet)

### I. Minimum requirements

- ☐ You must be a citizen of the United States and domiciled in West Virginia. Domicile is defined as person's fixed, permanent and principal home. You are domiciled in West Virginia if your parent, legal guardian (or you) vote in and file state income tax returns in West Virginia.
- ☐ You must be at least 17 years of age but not older than 23 years of age to apply to the Air Force, Military or Naval Academies. For the Merchant Marine Academy, you must be at least 17 years of age and not have passed your 25<sup>th</sup> birthday.
- ☐ You must have taken the SAT or ACT at least once by September 1<sup>st</sup>, your senior year.
- ☐ Applicants to the Air Force, Military, or Naval Academies must never have been married nor have any dependents.
- ☐ You must establish a pre-candidate file with the service academy of your choice.

### II. Required Materials to include in your packet

*Please make sure to include all of the following materials in your complete packet.*

- ☐ A completed "Service Academy Nomination Application"
- ☐ An official, sealed transcript from all high schools, junior colleges, or colleges you have attended.
- ☐ Three letters of recommendation from people who have known you at least three years and who is not your relative. The person must sign his/her name on the letter.
- ☐ One essay of 250 words or less explaining why you are seeking this nomination, and why you want to be commissioned to one of the four service academies.
- ☐ Signed checklist

### III. Required Materials that may be sent separately

- ☐ Official SAT or ACT Scores. The numerical code to have your scores sent directly to my office is **5090** for the SAT and **7195** for the ACT. Scores that are on your high school transcript will be accepted as official. See your guidance counselor for clarification on this.

Please note our October 4, 2019 deadline. If an applicant's application and required materials are not received by October 4, 2019, the applicant cannot be considered for a nomination. I encourage you to follow up with my office at (304) 342-5855 to confirm receipt of your completed application.

I have reviewed the checklist and included all of the required materials (section II). I understand that it is my responsibility to ensure that all materials are submitted and my application is complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date